



SAFETY AND BUILDINGS DIVISION  
Boiler-Refrigeration Safety  
141 NW Barstow Street, 4<sup>th</sup> Floor  
Waukesha, WI 53188  
262-548-8617  
FAX: 262-548-8614  
[www.commerce.state.wi.us](http://www.commerce.state.wi.us)

Jim Doyle, Governor  
Mary P. Burke, Secretary

Date

Applicant Name  
Address  
City State Zip

SUBJECT: National Board Examination Application and Fee

To whom it may concern:

The Department has received your request for an application to take National Board Examination.

Please complete and submit the enclosed application (SBD- 37) and include a proctoring fee in the amount of \$125.00, made *payable to Safety and Buildings Division*. Upon return of the completed application and proper fee, a confirmation letter with details for the next examination date will be provided.

The National Board examination(s) is normally scheduled four times a year, in March, June, September and December on the first Wednesday and subsequent Thursday of the months listed above. **NOTE:** Application and fee must be received 20 days prior to the respective examination date. Candidates may find further details in the documents "Rules for Commissioned Inspectors" NB-263, "Body of Knowledge for Examinations" NB-334 and "Information for Examination Candidates" NB-340 which are available on the National Board website @ <http://www.nationalboard.org/>. At the site, scroll down to the Inspectors' Corner bar and click "Documents" for viewing or printing information listed above.

Thank you for your interest in the National Board Examination.

If questions arise, I can be reached at my Waukesha office at 262-548-8617.

Sincerely,

Michael J Verhagen  
Boiler Safety

Attach: National Board Examination Application Form, SBD-37